

# RESNET TESTING SYSTEM

## Instructor Instructions

**Test Address:** <http://test.natresnet.org>

### **Minimum Requirements:**

- Must have a computer with Internet Access
- Computer must have Windows Vista, XP, 2000, ME, or 98
- Internet Explorer is the only web browser that will work with the test. You can use any version after 5.5.

### SETUP UP YOUR CLASS

The first step is to setup a new class and get it approved. Follow these steps.

#### **Add Class**

- 1) Instructor Logs in
- 2) Click on Add New Test
- 3) Give Test Name such as Rater Test – Denver
- 4) Select Standard Test
- 5) Add Location, City State
- 6) Put in Test Date
- 7) Put in Start Time
- 8) Choose a PIN number which you will use to start the class
- 9) Click on Create Test

#### **Add Students**

- 1) Click on Add Student
- 2) Fill in Student Information
- 3) Click on Register

### ADMINISTERING THE TEST

#### **Instructor (Online Test)**

- 1) Instructor logs in
- 2) Print out username and password sheet
- 3) Click on My Tests
- 4) Select Test
- 5) Click on Start Test
- 6) Enter PIN
- 7) Distribute usernames and passwords to students
- 8) Student logs in and pays for test or you can pay for test and get paid from the student
- 9) Students take test
- 10) When they click finish, they are given their score

## **Instructor (Disk-Based Test)**

### **Before Test**

- 1) Instructor needs Internet Access, flash drive (or Floppy Disk Drive) and an UnZip program
- 2) Instructor logs in
- 3) Instructor must get credit cards from students to pay for tests before they can take the test or use their own credit card and get paid some other way. This can be done ahead of time and you can pay for multiple students at one time.
- 4) Click on My Tests
- 5) Click on View Students
- 6) Click on purple down arrow next to student name
- 7) Put first flash drive into USB port or first floppy disk in drive A
- 8) The test will create a zip file that needs to be extracted to the flash drive or floppy disk in drive A
- 9) Once the files are extracted to the flash drive or floppy disk, remove the disk or flash drive and write the students name on disk as it will only work for that student
- 10) Repeat for each student that needs a Disk-Based test

### **Test**

- 1) Hand disks or flash drives to appropriate students
- 2) Tell students Pin number
- 3) Watch students as they take the test
- 4) Collect disks at end of test

### **After Test**

- 1) Log back in to RESNET Test
- 2) Click on Upload Tests
- 3) Browse to flash drive or drive A
- 4) Select the file test.info and click submit
- 5) Repeat for flash drive or each disk